

# Evaluate Your IT Operations

## SCHOOL TECHNOLOGY AUDIT CHECKLIST

Effective technology is crucial to every school's mission to educate and prepare students for college and careers. This checklist is your tool for assessing the performance of your school's IT operations and for helping you determine where your time and technology dollars will have the biggest impact.

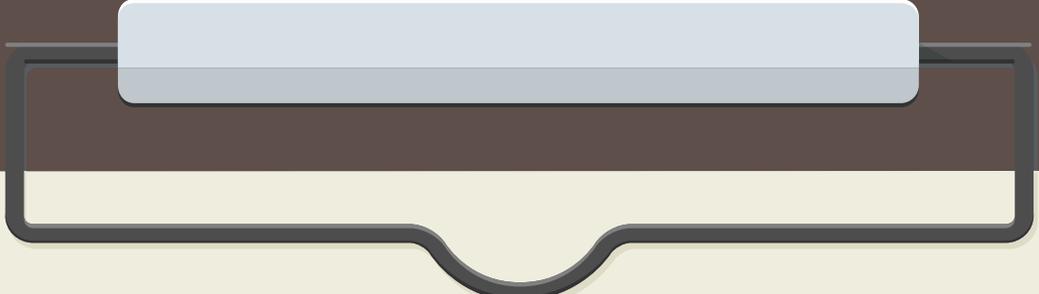


### Vision and Strategy

How clearly is your school's technology plan defined and communicated?

	True	False
The IT team updates and follows a documented technology plan that includes		
· strategic and tactical goals and objectives;		
· a timeline for achieving stated goals;		
· a schedule and budget for infrastructure and device updates; and		
· plans for ongoing support, training, and maintenance.		
All assets and resources are documented.		
School personnel regularly monitor IT trends in education, assessing their relevance and updating the IT plan to reflect effective new strategies.		

Notes:



## Technology Integration

How does your school demonstrate its support of technology integration?

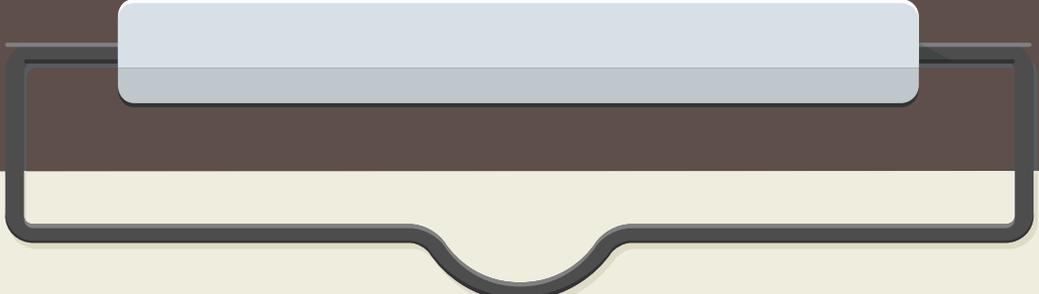
	True	False
Teachers regularly integrate technology into lessons.		
The IT team has a documented strategy for professional development that includes		
· scheduled professional development sessions aligned with overall school technology and curriculum goals;		
· pilot programs for new professional development strategies; and		
· planned hands-on time for teachers to apply the IT skills they are learning.		
Ongoing technology coaching is available for teachers.		
Notes:	<input type="text"/>	

## Network Management

How does the network ensure safe, consistent access to online and internally hosted resources?

	True	False
Network infrastructure provides students and staff access to online resources through a consistent 100Mbps (or faster) connection. <sup>1</sup>		
Network infrastructure is designed for sufficient density, supporting consistent performance during high-traffic phases (such as online testing periods).		
Network infrastructure supports streaming video without frequent buffering or delayed load times.		
Network access is secured by a password policy and an effective web filter.		
Notes:	<input type="text"/>	

<sup>1</sup>The minimum standard for digital learning according to nonprofit public school advocacy group Education Superhighway



# Asset and Software Management

How well do your school's assets support technology goals?

	True	False
The IT team refreshes hardware to maintain sufficient speed and memory for all modern learning tools.		
All devices run updated, modern operating systems.		
The IT team defines acceptable use and support policies for Bring Your Own Device programs.		
The IT team regularly assesses cloud-based tools and compares them to existing programs to determine if migrating to the cloud would improve IT performance.		
The IT team has an effective backup and disaster recovery strategy that includes offsite storage of all essential data.		

Notes:

# IT Operations

How well does the technology team direct and support your school's technology growth?

	True	False
The support team monitors and responds quickly to computer and network issues.		
System upgrades, deployments, and other projects are completed on time and meet stated objectives.		
The IT team provides documentation and transparency into day-to-day IT operations.		
There is a simple, organized process for requesting IT support.		
There is one full-time IT staff member for every 1,000 students.		
Teachers are satisfied with the IT tools and support they receive.		

Notes:

Since 1989, VARtek has worked with schools to realize IT goals and support student achievement. VARtek provides IT staffing and leadership solutions designed exclusively for schools. If you're interested in our comprehensive IT audit, outsourcing, or staff augmentation services, contact us online at [www.vartek.com](http://www.vartek.com) or by calling 800.954.2524.